

From: Lisa Tomy
Sent: Friday, November 21, 2014 10:12 AM
To: All Department Heads; All Town Departments; All Boards and Committees
Subject: *2014 Annual Town Report Notification*

Importance: High

2014 Annual Town Report

Greetings everyone!

It is that time of year again – the Town Report! I am sending a gentle reminder that your committee/departments reports will be due by **January 9, 2015**. It is understandable that some departments must wait until January for their final statistical data from 2014, I can work with that as far as an absolute deadline date. Once again, for those that do have access to the O: Drive, a folder has been created for the 2014 Annual Town Report. Please upload your report there, with a copy electronically to me as well. If you do not have access, you may just email me the report directly. Also, we are looking for a theme this year and any and all suggestions will be considered!!!

Thank you everyone!

Kind Regards,

Lisa Tomy